



ROCK ACADEMY

PK-12 CHRISTIAN SCHOOL

K-12 Handbook

2277 Rosecrans Street, San Diego, CA 92106

Main Line: (619) 764-5200

Attendance: attendance@sdrock.com

www.RockAcademy.org

Who's Who at the Rock Academy

We're here to partner with you and your student every step of the way!

Here's your go-to crew:

- **Head of School:** Santiago Ruiz
- **Elementary Principal:** Emilie Goodman
- **Elementary Assistant Principal:** Gayl Boyett
- **Director of Culture & Upper Elementary Program:** Cortnee Sabourin
- **Middle & High School Principal:** Pamela Oden
- **Dean of Students | School Pastor:**
- **Athletic Director:** Aaron Anderson
- **Director of Enrollment Management:** Vicki ORourke
- **Enrollment Manager/International Student Coordinator:** Lisa Dela Cruz
- **College and Career Counseling:** Jeff Hulbert
- **Registrar:** Lisa Hejl
- **Academy Accounting:** Miteesha Burwell
- **Front Office Team:** Nilda Townsend and Rachael Negrete

Table of Contents

<u>School Hours</u> <u>Extended School Hours: After-School Care (ASC)</u> <u>Stay in the Know</u> <u>Accredited & Proud</u> <u>What's Inside This Handbook</u> <u>What We're All About</u> <u>Student Life</u> <u>Academics</u> <u>WHAT WE'RE ALL ABOUT</u> <u>Purpose Statement</u> <u>School Traditions</u> <u>Cumulative Files</u> <u>Morning Drop-Off</u> <u>After School Pick-Up</u> <u>Middle & High School Pick-Up (7 - 12):</u> <u>PARTNERING WITH PARENTS</u> <u>Enrollment & Admissions Information</u> <u>Continuous Enrollment</u> <u>Returning Admission Policy</u> <u>Withdrawals</u> <u>Field Trips</u> <u>Medical Information</u> <u>Emergency Pick-Up Policy</u> <u>Injury Care</u> <u>Illness Guidelines</u> <u>Communicable Disease Policy</u> <u>Illness at School</u> <u>Injury at School</u> <u>Immunizations</u> <u>Required Immunizations (Per California Department of Public Health)</u> <u>Kindergarten – 6th Grade</u> <u>7th – 12th Grade</u> <u>Medication at School</u> <u>Parent Action Community (PAC)</u> <u>Parent-Teacher Conferences</u> <u>RenWeb</u> <u>Responsible Use of RenWeb Information</u> <u>Visitors to School</u>	<u>STUDENT LIFE</u> <u>Athletics</u> <u>Attendance</u> <u>Excusing/Pick-up a Student During the School Day</u> <u>Tardiness</u> <u>Community Service</u> <u>Conduct & Discipline</u> <u>Dress Code</u> <u>Friday Spirit Warrior Wear:</u> <u>Physical Education (MS/HS):</u> <u>Special Dress Days:</u> <u>Accessories and Grooming:</u> <u>Dress Code Violations/Consequences:</u> <u>Locker Use (Middle & High School)</u> <u>Lunch</u> <u>Off-Campus Lunch (High School Only)</u> <u>Restrooms</u> <u>Student Drivers</u> <u>Technology Policy</u> <u>Artificial Intelligence Policy</u> <u>Academics</u> <u>Elementary Grading System</u> <u>Middle and High School Academic Awards and Honors</u> <u>Course Changes & Dropping a Class</u> <u>Graduation Requirements</u> <u>Rock Academy Graduation Requirements</u> <u>Additional Graduation Requirements</u> <u>ESP – Educational Support Program</u> <u>Incompletes</u> <u>Off-Campus Fulfillment of Course Requirements</u> <u>Report Cards</u> <u>Retention (K - 8)</u> <u>High School Course Repetition</u> <u>Academic Probation</u> <u>Summer School Classes</u> <u>Transcripts & Record Requests</u>
--	---

School Hours

- **Elementary (K-6):** 7:50 AM - 2:15 PM
Drop-off starts at 7:00 AM
- **Curbside Dismissal (K-6)** 2:15-2:35 PM

After School Care: 2:35 PM - 5:30 PM (Pre-check student pick up begins at 2:15)

- **Middle & High School (7-12):** 8:15 AM - 2:30 PM

The office is closed during school holidays, and summer hours may vary.

Extended School Hours: After-School Care (ASC)

We're happy to offer a warm and welcoming After School Care program for our K–6 students from 2:30–5:30 pm. Any K–6 student still on campus after dismissal will be signed into ASC so they can be cared for in a safe and engaging environment.

ASC is billed at \$14.00 per hour, in 15-minute increments. To respect our staff's time, we kindly ask that children be picked up by 5:30 pm. A late pick-up fee of \$2.00 per minute per child will be applied after that time. Parents and Guardians must be ready to show ID at any time.

For the safety and supervision of our students, elementary students who remain on campus after dismissal and are not participating in a supervised after-school activity (such as sports, tutoring, or a club) must be checked into the After School Program. Students are not permitted to remain on campus without adult supervision. This policy helps ensure that all students are accounted for and cared for in a safe and structured environment. If you need information about our After School Program or how to enroll, please contact the school office.

Stay in the Know

Every Friday, your friendly Administrative team will send the Weekly Warrior with updates:

<https://www.therockacademy.org/weekly-warrior/>

For the latest events, breaks, and fun stuff happening on campus, check our calendar:

<https://www.therockacademy.org/calendar/>

The Parents Resources page on the Rock Academy website has links to most everything:

<https://www.therockacademy.org/parents/>

Accredited & Proud

We're fully accredited by the Western Association of Schools and Colleges [WASC](#) and proud members of Association of Christian Schools International [ACSI](#). That means we're all about academic excellence and staying true to our Christian mission.

What's Inside This Handbook

What We're All About

- Purpose Statement, Driving Principles, and Statement of Faith
- Student Learning Outcomes
- School Traditions & Spirit
- Non-Discrimination Policy
- Mandated Reporting
- Custody and Court Orders & Cumulative Files
- Morning Drop-off & Afternoon Pick-up

Partnering with Parents

- Safety & Security Info
- Drop-Off & Pick-Up Procedures
- Admissions, Enrollment & Withdrawal
- Health & Medical Policies
- Parent-Teacher Conferences and RenWeb
- Field Trips, Visitors, Volunteer Info & Parent Action Community (PAC)
- Weather Closures & Emergency Plans

Student Life

- Athletics
- Attendance and Long-term Absences Rules
- Community Service Expectations
- Conduct and Discipline
- Dress Code
- Artificial Intelligence (AI), Tech Use & Locker Rules
- Lunch & Campus Life

Academics

- Awards & Honors
- Graduation Requirements
- Add/Drop Class & Incomplete Grades
- Education Support Program (ESP)
- Transcripts, Report Cards & More
- Summer School, Tutoring & Extra Help

WHAT WE'RE ALL ABOUT

Purpose Statement

The Rock Academy builds leaders who are Deep Thinkers, Dynamic Communicators, and “Do Something” Christians prepared for college and life.

Driving Principles

As a school and staff we are

- Committed to Christ
- Constantly Curious
- Community Centered

What We Believe

Want to dig deeper into our **Statement of Faith** or our **Position on Sexuality & Gender**?

[What We Believe Statement of Faith](#)

[Position on Sexuality and Gender](#)

We are committed to living out a Biblical worldview with clarity and compassion.

Student Learning Outcomes

The Rock Academy builds leaders who are

Deep Thinkers who

- View truth through the lens of God’s Word
- Analyze information, synthesize thoughts, draw one’s own meaningful conclusions
- Investigate, examine, and experience God’s creation
- Solve problems in imaginative and collaborative ways

Dynamic Communicators who

- Write with wisdom and eloquence
- Speak the truth with compassion and humility
- Express God’s beauty in artistic and creative ways

“Do Something” Christians who

- Know Jesus Christ as personal Lord & Savior
- Have a deep grasp of the Biblical narrative & use Scripture as a personal guide
- Are passionately committed to live out faith in service to others

School Traditions

- **Colors:** Purple, Black, White, Silver and Gold
- **Mascot:** Warriors
- **Legacy:** We're a tight-knit community of learners, leaders, and world-changers — and we have lots of fun!

Everyone's Welcome: Non-discrimination Statement

Rock Academy admits students of any race, color, and national or ethnic origin. Every student who we can serve and who is the right fit gets access to all the rights, privileges, programs, and activities we offer. The Rock Academy does not discriminate based on race, color, or national/ethnic origin in the administration of policies.

Mandated Reporting

At The Rock Academy, the safety and well-being of every child is our highest priority. As educators and caring adults, we are legally and ethically committed to protecting the students entrusted to us. This means we are required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities. To support this responsibility, all Rock Academy employees receive annual training to ensure they are well-informed and prepared to respond with care and wisdom.

Custody and Court Orders

To best support your child and ensure clear communication, The Rock Academy must have a copy of any current court orders (signed by a judge) that relate to school matters (such as custody, access, or pick-up arrangements). By law, both parents, regardless of custody status, have the right to access their child's school records, including attendance and academic information. If no court orders are on file, both parents will be given equal access.

To honor student privacy and follow California law, we require proper identification before releasing any records. Requests must be submitted in writing and include verified ID (such as a copy of a driver's license and either a Social Security card or passport). These requests can be delivered in person, mailed, or faxed to the school office.

Cumulative Files

We recognize how important it is for parents and guardians to stay informed about their child's education. If you have joint or full legal custody of a currently enrolled or former student, you have the right to review your child's cumulative file.

If you would like to view these records, simply contact the school office to schedule a time to meet with an administrator or designated staff member. We're happy to walk through the information with you and answer any questions you may have.

Morning Drop-Off

Elementary (K - 6) students head to the Rock Park playground when they arrive on campus between **7:00am - 7:50**. Elementary students who arrive after 7:50am should be escorted to the security gate by a parent or guardian and must check in at the Front Office before heading to class.

Rainy Day Drop Off (K-6)

Elementary students report to the school cafeteria on rainy day mornings. They will follow staff instructions from there. Students head up to their classrooms at 7:40AM on rainy days.

Middle & High School (7 - 12) students head to the Cafeteria when they arrive on campus between **7:45am - 8:00**. Middle & High School students who arrive after 8:10am must check in at the Front Office before heading to class.

After School Pick-Up

Elementary (K - 6) dismissal runs from **2:15–2:35 p.m.** Please follow these guidelines to ensure a safe and smooth pick-up process:

- Drive through the front of the school where your child will be called and walked safely to your vehicle.
- Kindly stay in your car and refrain from lingering so we can keep the line moving efficiently.
- If you arrive early or wish to walk in to pick up your child, please park in a public lot.
- Be sure to display your name/grade placard on your dashboard to help us quickly identify and call your student. Be prepared to show ID at any time when requested by a staff member.

- Any K–6 student not picked up by 2:35 p.m. will be checked into our After School Care program and supervised accordingly.

Middle & High School Pick-Up (7 - 12):

Students who are not participating in a supervised activity (rehearsal, sports, tutoring, etc.) must follow one of these options

- Head to the Café Outlet to wait for parent to pick-up
- Leave campus (if permitted by parents)

Students may not remain unsupervised anywhere on campus, including in front of or behind the building.

PARTNERING WITH PARENTS

Enrollment & Admissions Information

Continuous Enrollment

At The Rock Academy, we value stability and simplicity for our families. That's why we've adopted a Continuous Enrollment model, so once your child is enrolled, they're considered part of the Warrior family through 12th grade, without the hassle of filling out a new enrollment packet each year.

Each January or February, we'll send out the updated tuition rates for the upcoming school year, along with a reminder of the window in which families may opt out of enrollment for the following year (if needed) using the official withdrawal form.

If no action is taken, your student's enrollment will roll over automatically. Your FACTS account will also be updated, and registration and applicable tuition fees will be scheduled accordingly. Please note:

- Annual re-enrollment fees are non-refundable.
 - Withdrawals made after June 1 are subject to tuition charges, as outlined in the enrollment agreement.
-

Returning Admission Policy

We understand that families may explore other school options and later desire to return to Rock Academy. If that's you, here's how the readmission process works:

- If your student has been away for less than one school year, we'll need:
 - Complete academic records
 - Complete behavioral records (or a letter stating no record exists)
 - Teacher reference forms in math and English for K–8 students
 - A signed release of student records
 - A possible meeting with school leadership
 - If your student has been away for more than one school year, we ask that you complete the full admissions process again to ensure a smooth and successful transition back.
-

Withdrawals

We hope every student thrives here, but we also recognize that sometimes families need to make changes. If you plan to withdraw your child at any time, please complete the official Opt-Out/Withdrawal Form. [\(insert Hyperlink\)](#) This applies both to mid-year withdrawals and to those taking place during the Continuous Enrollment opt-out window.

- Withdrawals after the opt-out deadline are subject to certain non-refundable fees.
- If you withdraw after June 1, your account will be billed for a portion of the full-year tuition, as detailed in your enrollment contract. This helps us honor the commitments we've made for staffing, services, and resources based on enrollment.
- We encourage families to consider enrolling in the optional Tuition Refund Plan, which can help recover a percentage of tuition costs in the event of an early withdrawal. Eligibility for coverage begins after your student has attended school for at least 14 consecutive calendar days.

To complete the withdrawal process:

- Submit the required forms
- Meet all financial obligations
- Once complete, student grades will be updated from "Incomplete" to final grades.

We're here to support your family through every step of your educational journey so please don't hesitate to reach out to the office with questions or concerns.

Field Trips

All parents must complete a background check before participating in a school field trip. Parents wanting to drive for a field trip will be required to have a “Parent/Driver Insurance Verification” form on file with the Rock Academy office.

[Background Check](#) & [Insurance Verification](#)

Medical Information

At The Rock Academy, the health and safety of our students is a top priority. We are committed to providing thoughtful care when students become ill or injured while at school, and we partner closely with parents to ensure every child receives the attention they need.

Emergency Pick-Up Policy

If your child becomes ill or injured at school, we will contact you right away. We ask that a parent, guardian, or someone listed on your emergency contact form be available to pick up your child within 30 minutes of being called. This allows us to care for your child and maintain a safe, healthy environment for all.

Injury Care

Minor injuries are treated promptly and with compassion. School staff are trained to provide appropriate first aid. Treatment may include:

- Ice packs or heat packs
- Washing wounds with soap and water
- Band-Aids and antiseptic ointment (e.g., Neosporin)
- Splinting an injured limb
- Over-the-counter medication **with parent permission** (Tylenol, Advil, Benadryl, Tums, cough drops)
- Comfort, prayer, and a call home
- Calling 911 in the case of an emergency

Illness Guidelines

To help prevent the spread of illness, please do not send your child to school if they are sick. A student must stay home if they have a fever of 100°F or higher, or if they exhibit any of the following symptoms:

- Cough
- Chills
- Shortness of breath
- Fatigue
- Muscle aches
- Loss of taste or smell
- Congestion or runny nose
- Headache
- Sore throat
- Stomach pain
- Nausea, vomiting, or diarrhea

If your child has a pre-existing condition (such as asthma or allergies) that causes these symptoms regularly, we ask that you submit a physician's note stating the diagnosis and listing ongoing symptoms associated with that condition.

Communicable Disease Policy

If your child has been diagnosed with a communicable disease, please notify the school so we can monitor for symptoms in others.

Disease	When a Child May Return to school after illness
Chicken Pox	When all lesions are dried and scabbed over
Measles	When recovered and with a physician's clearance
Head Lice	After treatment and no visible nits remain
Influenza	Fever-free and no vomiting for at least 24 hours
Mononucleosis	With written clearance from a physician
Pink Eye	After 48 hours of treatment
Ringworm	After 24 hours of treatment; must be covered until healed, with doctor's note
Whooping Cough	After 5 full days of antibiotics and with physician clearance

A student returning from any contagious illness/disease must bring a note from their doctor indicating they are cleared to return.

Illness at School

If your child becomes ill during the school day:

- The student will notify their teacher and visit the health office.
- You will be contacted if the illness requires early pick-up.
- The Rock Academy is unable to offer extended care for sick children.

Injury at School

In the event of a serious injury:

- We will contact a parent or guardian immediately.
- If needed, we will call emergency medical services (EMS).
- The school office will provide updates as information becomes available.

Immunizations

California law requires all students to have up-to-date immunizations on file before attending school. Immunization records must be submitted by a licensed physician and kept current in our school files. Students who do not meet state immunization requirements may not attend school until they are compliant.

Our records are reviewed annually by the California Department of Public Health. If your child receives any additional vaccines throughout the year, please provide the school with an updated immunization record.

Required Immunizations (Per California Department of Public Health)

Kindergarten – 6th Grade

- 4 doses of Polio
- 5 doses of DTaP
- 2 doses of MMR (on or after 1st birthday)
- 3 doses of Hepatitis B

- 2 doses of Varicella (chickenpox)

7th – 12th Grade

- 4 doses of Polio
- 5 doses of DTaP, DTP, Td, or DT
- 2 doses of MMR (on or after 1st birthday)
- 3 doses of Hepatitis B
- 2 doses of Varicella (or documentation of prior illness)
- 1 Tdap booster (required for 7th grade entry)

Medication at School

We understand that some students may need to take medication during the school day. Our staff is happy to help administer these medications safely when the following guidelines are met:

- **Prescription Medications:**
An Authorization for Medication Administration form must be completed and signed by both a parent/guardian and the physician. This form is valid for the duration of the illness or up to one school year. [Authorization for Medication Administration Form](#)
- **All Medications:**
Must be provided in the original prescription or packaging—no loose pills or unlabeled containers. All medications must be unexpired and stored in the main office.

If your child has a health condition that may require emergency medication (such as asthma, severe allergies, or diabetes), please connect with the front office to ensure we have a plan in place to support them.

If you have questions or concerns about your child's health needs or school medical policies, our office is here to support you. Let's work together to keep every Warrior healthy and thriving!

Parent Action Community (PAC)

The Parent Action Community (PAC) is a parent-led group dedicated to supporting the Rock Academy's mission. PAC organizes activities and volunteer opportunities that strengthen our programs and help bring our school's vision to life. Getting involved in PAC is a wonderful way to build relationships, connect with other families, and make a positive impact on our community.

Parent-Teacher Conferences

Strong communication between school and home is essential to student success. To support this partnership, we offer parent-teacher conferences twice each school year in grades K- 6 and once each school year in grades 7- 12. These meetings provide an opportunity to discuss your child's progress, celebrate growth, and work together to set goals.

RenWeb

RenWeb is our secure online school database that helps keep you informed and connected. Parents and middle/high school students can log in anytime to access important information:

- Account balances
- Attendance records
- Grades and report cards
- Homework assignments
- Family contact information
- School and staff directory
- Enrollment forms

It is very important that your contact information is current. If you have any changes to your phone number, email, or address, please let the school office know right away.

You can access RenWeb at www.RenWeb.com. Our district code is **TRA-CA**.

Responsible Use of RenWeb Information

Personal contact information listed in RenWeb is for school-related purposes only such as connecting with classmates about carpools, playdates, or homework questions. This information should never be used to send mass emails to your class or the entire school without prior approval from school leadership. Personal contact details may not be shared, used for soliciting,

sales, or distributing bulk emails of any kind.

Visitors to School

The safety and security of our students are top priorities at the Rock Academy. All parents and visitors must follow our check-in procedures when coming onto campus during school hours.

If you need to visit the front office, please first check in with the security desk in the lobby. A visitor sticker will be printed for you. You cannot use the elevator without this sticker.

Once you have your visitor sticker, you may proceed to the Academy Front Office on the second floor. If you have pre-arranged a classroom visit or volunteer time with a teacher, please follow this same procedure. When you arrive at the Academy Front Office, a staff member will provide you with a visitor lanyard and direct you to your destination.

Please do not go directly to any classroom without first checking in at the Academy Front Office. Thank you for partnering with us to keep our campus secure and welcoming for everyone.

STUDENT LIFE

Athletics

As Warriors, our student-athletes strive to glorify Jesus on the field, court, and track. All eligibility requirements and athletic expectations are outlined in our Athletic Handbook.

Attendance

Daily Attendance

Regular school attendance is required by California Law and is essential for student success. Parents can monitor attendance via [RenWeb](#).

Missed Work

It is the student's responsibility to obtain and complete any assignments missed during absences or tardies. Make-up work is accepted at the discretion of the teacher.

Reporting Absences

All absences are initially marked "Truant." To clear an absence, parents must email the reason to attendance@sdrock.com. The office will determine whether the absence qualifies as excused. If approved, the record will be updated accordingly.

Planned Absences (3+ Days)

We encourage families to schedule vacations during designated school breaks. If a student must be absent for 2 or more days due to unique circumstances, please submit a Request for Excused Absence form to the Academy Office at least 48 hours in advance.

Excessive Absences

Students may not have more than 9 absences per semester in any class. High School students exceeding 9 absences jeopardize receiving credit for the course.

Truancy

A student is considered truant if they are more than 15 minutes late or absent without authorization. Truancy may result in loss of credit for missed work and disciplinary action.

Excusing/Pick-up a Student During the School Day

Elementary

Parents must come to the office, sign the student release log, and wait while the student is called out of class. Only individuals listed on the Parent Authorization List in RenWeb may pick up students. If someone else will pick up your child, please notify the office in advance.

Middle & High School

Students may leave campus independently once parents have notified the office.

Any student returning during the day must check in at the Front Office before going to class.

Tardiness

Elementary (K–6):

Students are tardy if they are not in line by 7:50 AM. Class begins at 8:00 AM.

Middle & High School (7–12):

Students are tardy if they are not in class by 8:15 AM.

Class Tardy (7–12):

Students arriving late without permission are marked tardy. If delayed by a teacher, students must bring a note to their next class. For late arrivals, a note from the Front Office is required.

Excessive Tardiness:

Repeated tardies may result in disciplinary action.

Community Service

We want every student to grow as a “Do Something” Christian who serves others with compassion.

- **Elementary:** Service opportunities are arranged by teachers and administration.
- **Middle School:** Minimum 10 volunteer hours per year.
- **High School:** Minimum 20 volunteer hours per year.

All service hours must be completed as unpaid volunteer work. Hours may be earned during the summer or throughout the school year. Bible teachers will communicate approved service opportunities and guidelines.

Conduct & Discipline

We encourage students to develop positive relationships with God and others while learning to take responsibility for their choices.

While teachers have individual classroom management plans, the following are general guidelines. Disciplinary actions are based on each situation and may include:

- Detention
- Restoration Process and/or Community Service

- In-School Suspension
- Out-of-School Suspension
- Academic/Behavior Agreement
- Dismissal

Dress Code

- Uniform bottoms (pants, shorts, skirt, jumper)
- Collared Rock Academy polo (white, black, or purple)
- Uniform items must be purchased from [Land's End](#) and display the Rock Academy logo.
- Jackets and hoodies must have the Rock Academy logo (Land's End, Spirit Store, or Rock Academy teams/clubs).

Friday Spirit Warrior Wear:

- Blue/black denim (no holes/tears) or uniform bottoms
- Rock Academy t-shirt, outerwear, or uniform top

Physical Education (MS/HS):

- Rock Academy approved t-shirt, outerwear, shorts, sweats, or warm-ups
- Closed-toe athletic shoes
- Tights/yoga pants may be worn only under approved shorts/sweats

Special Dress Days:

Details for field trips, assemblies, and Spirit Days will be communicated in advance.

Accessories and Grooming:

- Hats/sunglasses may be worn outside only
- Closed-toe shoes required (no sandals, Crocs, or Uggs)
- Hairstyles should not be extreme or distracting
- Piercings limited to ears, must not be distracting

- Accessories must be minimal and not detract from the uniform

Dress Code Violations/Consequences:

- Warning
 - Detention
 - The student sits out of class while the parent brings appropriate clothing
 - Suspension
 - Repeated disregard may result in dismissal
-

Locker Use (Middle & High School)

- Lockers and combination locks are Rock Academy property.
 - Only the issued lock may be used. Unauthorized locks will be removed.
 - Lockers may be opened and inspected by school staff at any time.
 - Students are responsible for the condition and contents of their lockers.
 - Students may not enter or tamper with another student's locker.
 - Families will be charged replacement fees for lost or damaged locks.
-

Lunch

Rock Academy partners with [Toast Catering](#) to offer healthy daily meals, available for online pre-order. Students who do not pre-order must bring their own lunch.

Off-Campus Lunch (High School Only)

High School students have off-campus lunch privileges with completed agreements on file. Students must remain in uniform, return to campus on time, and maintain good academic and behavioral standing to retain this privilege.

- All High School students: Thursdays

- Seniors: Mondays and Thursdays

Parents and administrators reserve the right to revoke privileges at any time.

Restrooms

- **K–6:** Second-floor restrooms only
 - **7–12:** Lobby and third-floor restrooms only
-

Student Drivers

Per California law, students under 18 may not drive peers under age 25 until they have held a license for at least one year.

- Student drivers may park in public spaces and must follow posted regulations. Rock Academy is not responsible for towed or ticketed vehicles.
-

Technology Policy

We embrace technology as a valuable tool to enrich learning and prepare students for real-world experiences. At the same time, we recognize the importance of maintaining balance so that students can build strong relationships and contribute to a healthy, connected community. To support this balance, please be aware of the following guidelines:

- **Elementary Students:** Personal electronic devices (including cell phones/watches) are not permitted at any time. We encourage our youngest learners to stay fully present and engaged with classmates and teachers throughout the day.
- **Middle School & High School Students:** Students are required to keep their cell phones secured in a locked pouch during school hours. If a phone is removed from the pouch or used without permission, it will be collected and sent to the office. A parent or guardian will need to come to campus to retrieve it.

Artificial Intelligence Policy

We study and use AI in the MS/HS at the Rock Academy so that students are ethically, spiritually, and responsibly equipped to think critically and creatively, lead with wisdom and purpose, and navigate an ever-changing world.

- Elementary School K-4: No use of AI in school
- Upper Elementary: Limited AI use with direct supervision
- Middle School: Limited AI use with direct supervision
- High School: Access with training on ethical use

[Read more about our Artificial Intelligence Policy.](#)

Academics

At The Rock Academy, we are committed to nurturing both the academic growth and personal development of every student. Our approach to grading is designed to reflect not only what students know but how they grow, both in mastery of content and character.

Elementary Grading System

Grades K–4

Our youngest learners are assessed using a **Mastery-Based Grading System** that focuses on a student's level of understanding rather than the accumulation of points. This approach allows students to learn at their own pace and celebrate progress along the way.

Grading Scale:

- **1** – Beginning understanding / Minimal progress toward mastery
- **2** – Developing understanding / Working toward mastery
- **3** – Secure understanding / Demonstrates mastery
- **4** – Deep understanding / Mastery with deeper insight

Grades 5–6

To support a smooth transition from elementary to middle school, students in Grades 5–6 receive two types of grades in each subject:

- **Academic Grades (A–F):** Reflect a student’s grasp of subject material.
- **Skill Ratings (1–4):** Reflect essential habits such as homework completion, class participation, and collaboration with peers and teachers.

This dual system provides a more holistic picture of how each student is growing both academically and in life skills.

Middle and High School Academic Awards and Honors

- **Honor Roll:** GPA of 3.5 or higher
- **Principal’s Honor Roll:** GPA of 3.75 or higher

Valedictorian

The senior with the highest total **weighted GPA** through the end of the 7th semester will be named **Valedictorian**, provided they’ve attended the Rock Academy for both their junior and senior years. GPA is based on Rock Academy coursework unless the student transferred in with a higher GPA than is possible at the Rock. In such cases, their GPA will be adjusted to reflect the top GPA possible at the time of transfer. In the event of a tie, 3rd quarter senior grades will be considered. If a tie remains, co-valedictorians will be named.

Salutatorian

Awarded to the senior with the second-highest weighted GPA who meets the same eligibility requirements as the valedictorian.

GPA’s for valedictorian and salutatorian are calculated to the hundredth decimal place.

Graduation with Honors

Seniors who have consistently demonstrated academic excellence will be honored at graduation with the following distinctions, based on their cumulative weighted GPA through 7 semesters:

- **Cum Laude (Gold):** GPA 3.50 – 3.74
 - **Magna Cum Laude (Silver):** GPA 3.75 – 3.99
 - **Summa Cum Laude (White):** GPA 4.0+
-

Course Changes & Dropping a Class

Students may request to drop a course within the first two weeks of the semester. While changes are not guaranteed, we do our best to accommodate each request in a thoughtful and timely manner.

After the two-week add/drop window closes, withdrawing from a class may result in a Withdrawal Fail (WF) on the student's transcript.

Graduation Requirements

At The Rock Academy, we are committed to preparing students to flourish in college, career, and life. Our graduation requirements are designed to provide a strong academic foundation, cultivate character, and encourage meaningful service to others.

Students who attend The Rock Academy High School for all four years (Grades 9–12) must complete core academic courses as well as Bible each year they are enrolled. For students who transfer in after Grade 9, graduation requirements will be individually reviewed, and reasonable adjustments may be made based on prior coursework and curriculum, at the discretion of the administration.

Rock Academy Graduation Requirements

Subject	Credits
Bible (each year enrolled)	8
English (4 years)	8
History (3 years)	6
Mathematics* (3 years)	6
Science (3 years)	6
Foreign Language (2 years in the same language)	4
Visual or Performing Arts (1 year)	2
Physical Education (must complete 2 credits in 9th grade and 2 additional credits over the remaining years)	4

Electives	4
Minimum Total Credits Required	50

Students planning to apply to competitive colleges are strongly encouraged to complete 4 years of mathematics, 4 years of science, and additional AP and challenging elective courses.

Additional Graduation Requirements

In addition to earning the required credits, all graduates must also:

- Complete **First Aid Certification** (may be completed anytime during high school)
- Complete **CPR Certification** (may be completed anytime during high school)
- Complete **80 hours of Community Service**
- Submit and present a **Senior Portfolio & Presentation**
- Maintain **Good Standing in Citizenship**

ESP – Educational Support Program

The Rock Academy is proud to offer an outstanding Educational Support Program (ESP) designed to help students thrive academically and grow in confidence.

ESP specializes in creating individualized academic support plans for students in grades K–12 who experience mild to moderate learning challenges. Our caring team partners closely with families and teachers to equip each student with tools and strategies that foster meaningful progress.

In some cases, the administration may determine that participation in ESP is necessary to best support a student’s success at The Rock Academy.

To learn more about how ESP can serve your child, please visit our [Educational Support Program webpage](#) or reach out to our team—we’re here to help.

Incompletes

If a student is absent due to serious illness or a life-changing event during the semester, a teacher may assign a grade of Incomplete to allow time to make up missed work. All incomplete assignments must be completed within the specified time after report cards are received.

It is the student's responsibility to communicate with the administration and teacher to determine which assignments must be completed. If the student does not complete the work by the end of the specified period, the Incomplete will automatically convert to an F on the student's record.

Off-Campus Fulfillment of Course Requirements

All required courses are to be completed on the Rock Academy campus. In certain circumstances, students may request permission to fulfill up to two graduation requirements (two courses) off-campus.

To pursue this option, the student must meet with the Administrator for approval before enrolling elsewhere. A detailed course description will be required.

Once an official transcript of off-campus coursework is submitted, approved academic credit will be added to the student's transcript.

Report Cards

Grades K–6:

Grades for students in Kindergarten through 6th grade are issued on a trimester basis. Each trimester represents a fresh grading period, and grades are not averaged across trimesters. Instead, each trimester's grades reflect the student's performance during that specific period.

Grades 7–12:

Progress grades are issued at the end of the 1st and 3rd quarters.

Semester grades are cumulative and recorded on the student's permanent transcript.

Parents can view their student's academic progress throughout the year via **RenWeb** at www.renweb.com.

Academic grades are as follows:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	65-66%	1.0
E/F	Below 65%	0.0
Incomplete		

Retention (K - 8)

At times, a student's teacher may recommend that a child repeat a class or an entire grade level to provide additional time for growth and mastery of essential skills. Retention is **never a punishment** and does not imply failure. Instead, it is a proactive step intended to set the student up for greater success and confidence.

If retention is being considered, the teacher and administration will request a meeting with the parents to share specific concerns, discuss observations, and explore possible supports. The final decision regarding retention will be made collaboratively by the teacher and administration.

High School Course Repetition

High School students who fail a core academic course will be required to either:

- Repeat the course the following academic year, or
- Enroll in an equivalent summer course through an accredited high school or college.

While a D is technically considered a passing grade, it's important to note that most colleges will not accept any grade below a C– for entrance credit. For this reason, students are strongly encouraged to retake courses in which they earned below a C– to strengthen their transcript and improve college readiness.

Academic Probation

Middle School students will be placed on Academic Probation if they receive an **F** in any course.

High School students (grades 9–12) will be placed on Academic Probation if:

- They earn two or more grades below a C– in a semester, or
- Their semester GPA falls below 2.30.

While on probation, participation in extracurricular and co-curricular activities may be limited if it is determined that stepping back will best support academic improvement.

Students who do not meet the terms of their probation risk losing continuous enrollment status. Additionally, students who are placed on Academic Probation more than once during their time at Rock Academy may not be permitted to continue enrollment.

Summer School Classes

Students who fail a core academic course or wish to earn additional credits have the option to enroll in accredited high schools, junior colleges, or approved online programs during summer sessions up to two course credits only.

- All summer courses must be pre-approved by the Administration.
- To receive Rock Academy credit, students must earn a grade of C– or higher.
- An official transcript from the accredited institution is required before credits can be recorded.
- If a student retakes a course to improve an unsatisfactory or failing grade, the new grade will be listed on the transcript as a transfer grade, but it will not replace the original grade earned at Rock Academy.
- Students cannot receive credit twice for the same course.

Rock Academy also offers approved online courses through Sevenstar/UC Scout, available at parent expense for either credit recovery or new credit. Please contact the Administration for details about this option.

Transcripts & Record Requests

Unofficial transcripts may be requested at any time, free of charge, from the Registrar or College and Career Counselor. These requests may be made by the parent or guardian of a minor student, or by the student directly if they are at least 18 years old.

During senior year, transcripts required for college applications must be requested through **Naviance** and sent directly to the college(s) listed in the student's application record.